

CONFIDENTIAL

80-0225

80-182/1

21 January 1980

MEMORANDUM FOR: Executive Committee Members
FROM : Deputy Director of Central Intelligence
SUBJECT : Executive Committee Staffing

1. For your information, attached is a memorandum on Executive Committee staffing needs that I have sent to the Comptroller and DCI Admin. Attached to the memorandum is a list of Executive Committee projects and meetings held from April 1979, when we reorganized and reinvigorated the Executive Committee, and January 1980. Also on the list are projects projected for Executive Committee review for the next six months.

2. I think you will agree that the Executive Committee has discussed and decided on some major issues with long term implications for the Agency. There have also been reviews of major Agency-wide program areas where no decision was necessary but valuable information exchange and coordination have taken place.

3. Next month I will ask [] and the Executive Committee Staff to do an evaluation of our first year for your review and discussion in April. We will be soliciting your views and ideas. In the meantime, however, I would appreciate any ideas or suggestions you may have for additional agenda topics for late spring and summer. The criteria is simple: Agency-wide or impact on more than one directorate and policy-level effect.

[]

1 Attachment
(DDCI Memo, 21 Jan 80,
ER 80-182)

Frank C. Carlucci

SA/DDCI/VP/lsh
Distribution:
EC Members
EC Staff
SA/DDCI, []
ER

REGRADE TO UNCLASSIFIED
UPON REMOVAL OF ATTACHMENT

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21 January 1980

80-182

MEMORANDUM FOR: Comptroller
Administrative Officer, DCI

FROM : Deputy Director of Central Intelligence

SUBJECT : Executive Committee Staff

25X1 1. The Executive Committee Staff, which reports to me through my Special Assistant, [] requires four staff officers and two secretaries on a continuing basis to perform its functions. A detailed staffing pattern is attached. These officers provide substantive and administrative support to the CIA Executive Committee (ExCom), including providing guidance and leadership to ad hoc task forces on ExCom cross-directorate and/or policy issues, taking the lead in developing a mechanism for long-range Agency-wide strategic planning, identifying Agency-wide management issues/problems and recommending possible solutions, orchestrating the annual CIA ADP review process, and preparing members and briefers for committee meetings and doing any required follow-up staffing and monitoring of implementation of ExCom decisions. To illustrate the work load involved in these tasks, I have attached a list of ExCom meeting topics addressed since the redesign of ExCom last April, many of which have resulted in major policy decisions. A list of tentative projected topics for ExCom review is also included.

2. The Executive Committee Staff retains responsibility for the Priority Collection Projects portion of the Special Assistant/Strategic Intelligence function that formerly resided in the Comptroller's office. The Staff also provides support to the SA/DDCI for the Agency goals program, including assisting components in preparing for their quarterly reviews, providing continuity between ExCom actions/decisions and the goals process and preparing required follow-up actions. Finally, the staff will perform any additional ad hoc management analytical tasks for the DDCI/DCI as assigned. Examples of the latter will include follow-up to IG reports and recommendations, including any additional Agency-wide management analysis that may be necessary.

REGRADE TO UNCLASSIFIED
UPON REMOVAL OF ATTACHMENT # 2

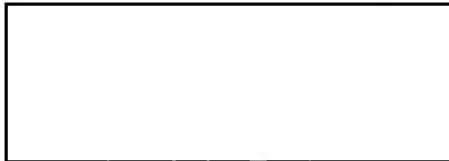
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3. Both the DCI and I feel the ExComm is becoming an important and necessary Agency-wide management tool of increasing effectiveness. The staffing pattern described herein is the minimum necessary to assure progress continues on a permanent basis.

4. Please take necessary actions, with [] to assure appropriate personnel actions take place to implement this staffing pattern.

25X1

25X1



Frank C. Carlucci

Attachments:
As stated

cc: Executive Committee Members

SA/DDCI [] /sh

Distribution:

- 1 - AO/DCI
- 1 - Comptroller
- 1 - ea EC Member
- 1 - EC Staff
- 1 - SA/DDCI []
- 1 - ER

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Staffing Pattern

Executive Committee Staff

* Staff Assistant	SIS-3
* Staff Assistant	GS-15
Staff Assistant	GS-15
Staff Assistant	GS-15
* Secretary-Steno	GS-08
Secretary-Steno	GS-06

* Positions being transferred from Office of Comptroller to Office of DDCI for Executive Committee Staff.

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Attachment # 1 (ER 80-182)

EXECUTIVE COMMITTEE MEETINGS AND DECISIONS

April 1979 to Jan. 1980 (Number of Meetings in Parentheses)

- ExCom Charter, Long-Range Agenda (2)
- Performance Appraisal System Decision
- NAPA Personnel Management Recommendations (7)
- ADP Review (3)
- Annual Personnel Plan, FY 1979 Goals
- Information Handling Task Force/Project (3)
- FY 81 Program Review (4)
- Civil Service Reform Act (2)
- Priority Collection Projects (Quarterly Review)
- Industrial Executive Development Programs (2)
- SIS Proposals (3)
- R&D Planning Issues (2)
- Clandestine Technical Collection Procedures
- Flow of Intelligence to the Department of State-
Task Force Established
- Release of Information to Foreign Nationals -
Task Force Established
- Critical Long-Range Problems - NFAC Review Underway
- Doing More with Less -Comptroller Review Underway
- Incentive/Development Programs (3)

TENTATIVE LIST OF PROJECTED EXECUTIVE COMMITTEE MEETINGS

January to June 1980

- ADP Application Reviews (Several Sessions)
- Agency Strategic Planning Proposal
- Priority Collection Projects Reviews (Quarterly)
- Agency Overtime Policy Proposal (DDA)
- Space Planning (DDA)
- SIGINT Plan (DDS&T)
- Critical Long-Range Intelligence Problems (NFAC)
- EEO Uniform Guidelines Recommendations/Review
- Evaluation of First Year of Executive Committee (Members and Staff)

Attachment # 2 (ER 80-182)

25X

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Executive Committee Agenda Items

FROM:

Executive Officer/DDA

EXTENSION

NO.

DD/A 80-0225/1

DATE

24 JAN 80

25X1

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DIRECTOR OF LOGISTICS
RM 2C02

25 JAN 1980

As you will recall Mr. Wortman mentioned that he would like to have any ideas or suggestions concerning topics for EXCOM meetings for late spring and summer. This request is covered in Mr. Carlucci's memo of 21 Jan 1980, attached.

FYI, I am forwarding all papers that were distributed to EXCOM members concerning the role of the EXCOM Committee, its staffing pattern and April 79 to Jan 80 agenda items as well as those tentatively listed for EXCOM Committee meetings January to June 1980.

Could you have your suggestions on agenda topics to me by Friday, 1 February. A negative reply would be appreciated.

Jim: Issues that come to mind are:

12. (1) CONSOLIDATING VISUAL AIDS & GRAPHICS - IN PIPD.
13. (2) DITTO - MICROGRAPHICS - INCLUDING GEMOGRAPHICS
14. (3) REDUCTION OF SERVICES - DUE TO BUDGET CUTS
15. (A) FRUGAL COUNTRY RUNS
(B) KNOCK OFF EARLY & LATE BUS RUNS
(C) CLOSE EDR.
(D) CUT BACK AFTER PEAK HOURS

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